



KING COUNTY

CUSTODIAN
DEPARTMENT OF EXECUTIVE SERVICES
FACILITIES MANAGEMENT DIVISION
BUILDING SERVICES SECTION
Hourly Salary Range: \$13.28 – \$16.84
Job Announcement: 05GA4316
OPEN: 2/23/05 CLOSES: 3/9/05

WHO MAY APPLY: This position is open to all qualified King County career service employees, all other Executive Branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and the general public. Additional consideration will be given to candidates in the first three categories. **This recruitment is an effort to fill one (1) career service position and to create a list of competitive candidates to fill similar vacancies that may occur throughout the year.**

WHERE TO APPLY: Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 - 4th Ave., Room 800, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Please contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified will not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form and data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.htm), found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>, resume, letter of interest detailing your background and describing how you meet or exceed the requirements, and names and telephone numbers for a minimum of four references including current and former supervisors within the past three years are required.

WORK LOCATION: Primary work location is the Youth Services Center, 1211 East Alder Street, Seattle WA 98122.

WORK SCHEDULE: This position is overtime eligible. The normal workday is eight hours. The standard bi-weekly work period consists of seventy-two (72) hours. Scheduled days off shall be two (2) consecutive days one week and three (3) consecutive days the next week. Work shifts may vary due to project requirements.

JOB DESCRIPTION: Maintain the day-to-day cleanliness of the interior and exterior of various facilities. **Please note that the Building Services Section is undergoing reorganization and the primary job duties listed below are subject to change.**

PRIMARY JOB DUTIES INCLUDE:

- Sweep and wet-mop floors
- Vacuum and extract dirt from carpets
- Dust and polish furniture

- Collect and empty wastebaskets and outdoor trash cans and ash trays
- Clean mirrors, venetian blinds, light fixtures, windows, doors, walls, and drinking fountains
- Clean restrooms including toilets, sinks and shower stalls, and replenish towels, tissues and soap
- Mix and use cleaning solutions and chemicals as directed
- Sweep sidewalks and clear snow
- Rake leaves and assist in keeping outside premises in an orderly condition
- Move office furniture and supplies
- Unload and unpack shipments, and place stock on shelves
- Strip and wax resilient flooring

QUALIFICATIONS:

- At least two years of demonstrated building maintenance experience and/or training which gives evidence of the ability to perform the essential functions of this position, or any equivalent combination of education and experience.
- Demonstrated knowledge of basic janitorial cleaning techniques, and the use and care of cleaning equipment.
- Knowledge of basic cleaning chemicals and safety rules.
- Ability to follow verbal and written instructions, and lift, carry, move or handle up to 50 pounds on a regular basis.
- Ability to maintain predictable and reliable attendance.

NECESSARY SPECIAL REQUIREMENTS: Candidates must possess a valid Washington State Driver's License prior to appointment or the ability to travel throughout King County in a timely manner. The candidate selected for this position will be required to successfully pass a pre-employment physical examination and a thorough background investigation.

SELECTION PROCESS: Applications will be screened for clarity, completeness and qualifications. The most competitive candidates may be invited to a panel interview and a written and practical exercise. Finalists may interview with the supervisor. Reference checks may be conducted prior to any offer of employment.

UNION MEMBERSHIP: This position is represented by the Washington State Council of County and City Employees, Local 2084-FM.

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